

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
November 2 - 6, 2015**

MONDAY, NOVEMBER 2, 2015

(No Meetings)

TUESDAY, NOVEMBER 3, 2015

(No Meetings)

WEDNESDAY, NOVEMBER 4, 2015

***9:00 a.m. BOARD OF SUPERVISORS BUDGET MEETING**

Legislative Room 203, City Hall
100 N. Jefferson Street

***6:30 pm Planning Commission Board of Directors**

GB Metro Transportation Center
901 University Avenue

THURSDAY, NOVEMBER 5, 2015

(No Meetings)

FRIDAY, NOVEMBER 6, 2015

(No Meetings)

BOARD OF SUPERVISORS

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the Budget meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, November 4, 2015 at 9:00 a.m.,** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

**** PLEASE NOTE TIME ****

**** PLEASE BRING BUDGET BOOK ****

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

PRESENTATIONS

Proclamation Reading and Award Presentation to the Stan Kass Family

1. **Adoption of Agenda.**
2. **Comments from the Public – Non-Budgetary Items:**
 - a) Must be limited to items not on the agenda.
 - b) State name and address for the record.
 - c) Comments will be limited to five minutes.
 - d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.
3. **Approval of Minutes of October 21, 2015.**
4. **Announcements of Supervisors.**
5. **Communications: (None)**
 - a) Late Communications.
6. **Appointments:**
County Executive
 - a) None.

7. **Reports by:**
a) County Executive.
b) Board Chairman.

8. **Other Reports:** None.

****9:30 a.m. – PUBLIC HEARING ON 2016 BUDGET****

9. **Standing Committee Reports:**

- a) **Report of Administration Committee of October 22, 2015 (non-budget items).**

Note: Items 1-10 were handled under the budget portion – Item 11a.

11. Review Minutes of:
 - a. Housing Authority (August 17, September 21 & September 25, 2015). To approve as amended.
12. Resolution re: Establishing the Salaries of Certain Elective Officials. To support the proposal for the 4 year terms of the Clerk, Register of Deeds, and Treasurer to be set at \$73,700 for 2017, \$75,700 for 2018, \$77,214 for 2019 and \$78,758 for 2020 which represents bringing them in line with the Clerk of Courts and giving a 2% increase in 2019 & 2020. See Resolutions, Ordinances November County Board.
13. Corporation Counsel - Budget Status Financial Report for September, 2015. *See Item 27.*
14. Corporation Counsel - Director's Report. *See Item 27.*
15. Treasurer - Budget Status Financial Report for September, 2015. Receive and place on file.
16. Treasurer's Report:
 - a. Discussion/Action regarding 2016 LTE (Tax Collection Help) Hourly Rate of Pay in the Treasurer's Office (no Budget Impact). Receive and place on file.
 - b. Update on change in Courier Services vendor for Brown County Treasurer. Receive and place on file.
 - c. Discussion/Action regarding writing off Outstanding Checks to the Unclaimed Funds Account. That the funds be transferred to the Unclaimed Funds Liability account.
 - d. Discussion/Action on direction from the Administration Committee regarding Parcel M-147 (Morrison Manor House) at 3195 Mill Road in Town of Morrison. To hold for 30 days.
17. Child Support - Departmental Openings Summary. *See Item 18.*
18. Child Support - Director's Report. Receive and place on file Items 17 & 18.
19. Administration Budget Status Financial Report for August, 2015. *See Item 27.*
20. Dept. of Admin - 2015 Budget Adjustment Log. *See Item 27.*
21. Dept. of Admin - Director's Report. *See Item 27.*
22. Human Resources - Budget Status Financial Report for August, 2015. *See Item 27.*
23. Human Resources - Activity Report for September, 2015. *See Item 27.*
24. Human Resources - Departmental Openings Summary. *See Item 27.*
25. Human Resources - Director's Report. *See Item 27.*
26. Technology Services - Discussion re: Portable Computing Proposal September, 2015. Receive and place on file.
27. Technology Services - Director's Report.
 - i. To suspend the rules to take Items 13-14, 19-25 & 27 together.
 - ii. To approve Items 13-14, 19-25 & 27 together.
28. Audit of bills. To pay the bills.

- b) **Report of Education & Recreation Committee - Non-Budget Items went to October County Board.**

c) **Report of Executive Committee of October 26, 2015 (non-budget items).**

Note: Items 1-14 were handled under the budget portion – Item 11c.

15. Communication from Supervisor Erickson re: Starting in 2016, all new hires would not be eligible for the standard January (2017) all-inclusive raise or December bonus in 2017 until they have been employed by Brown County for 6 months and then raises or bonuses could be applied. *Referred from October County Board. Receive and place on file.*
16. Communication from Vice Chair Lund: Allow retired employees the opportunity to pay from their long-term sick pay fund insurance premiums paid to another source other than Brown County insurance coverage. *Referred from October County Board. To refer to Administration.*
17. County Executive Report. *No report, no action.*
18. Internal Auditor Report. Receive and place on file.
 - a. Board of Supervisors and Veterans' Recognition Subcommittee Budget Status Financial Report for September, 2015. Receive and place on file.
19. Human Resources Report. *No report, no action.*
20. Revised Ordinance to Amend the Grievance Procedure adding a just cause standard. To hold until December's meeting. Motion Carried 5 to 1. See Resolutions, Ordinances November County Board.
21. Ordinance Creating Sections 4.15 of Chapter 4 of the Brown County Code Entitled "Benefits Advisory Committee." To approve as amended by striking Executive Committee and adding the word Administration in its place. See Resolutions, Ordinances November County Board.

d) **Report of Human Services Committee of October 20, 2015 (non-budget items).**

1. Review Minutes of:
 - a) Aging & Disability Resource Center Board of Directors (August 27, 2015).
 - b) Human Services Board (September 10 & October 8, 2015).
 - c) Veterans' Recognition Subcommittee (August 18 & September 15, 2015).
 - d) Ad Hoc Mental Health Treatment Committee (September 24, 2015).
 - i. To suspend the rules to take Items 1a-d.
 - ii. To approve Items 1a-d.
2. Hum Svc Dept. - Resolution re: Helping families move from homelessness to self-sufficiency. *Supervisor Robinson asked that Item 2 be removed from the agenda.*
3. Hum Svc Dept. - Budget Adjustment Request (15-57): Any increase in expenses with an offsetting increase in revenue. To approve.
4. Hum Svc Dept. - Executive Director's Report. Receive and place on file.
5. Hum Svc Dept. - Resolution Authorizing Human Services to Request Waiver for Increased Service Provider Audit Threshold. To approve. *This item was taken up at the October 21st County Board meeting. No further action necessary.*
6. Hum Svc Dept. - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
7. Hum Svc Dept. - Statistical Reports.
 - a) CTC Staff – Double Shifts Worked. *See Item 7e.*
 - b) Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital. *See Item 7e.*
 - c) Monthly Inpatient Data – Bellin Psychiatric Center. *See Item 7e.*
 - d) Child Protection – Child Abuse/Neglect Report. *See Item 7e.*
 - e) Monthly Contract Update.
 - i. To suspend the rules to take Items 7a-e.
 - ii. Receive and place on file Items 7a-e.
8. Hum Svc Dept. - Request for New Non-Continuous Vendor. To approve.
9. Teen Parent Third Quarter Outcome Report, Catholic Charities – Informational. To approve.
- 9a. Ad Hoc Mental Health Treatment Committee Report. To appropriate \$1,150,000 for the Transitional Residential Treatment service for \$300,000, the Mobile Crisis for \$200,000, and

the Detoxification Services for \$300,000 and the Day Report Center for \$350,000 to the Special Revenue Fund.

e) **Report of Planning, Development & Transportation Committee of October 19, 2015 (non-budget items).**

Note: Items 1-9 were handled under the budget portion – Item 11e.

8. Communication from Supervisor Lund re: To look at parking on Velp Avenue, County Highway HS south of Riverside Drive in the Village of Suamico, WI. To hold until the November meeting.
9. Register of Deeds - Budget Status Financial Report for September, 2015. *See Item 11.*
10. Register of Deeds - Brown County Land Information Seminar. *See Item 11.*
11. Planning Commission - Update regarding development of the Brown County Farm Property – standing item. To hold Items 9, 10 and 11 until the November meeting.
12. Airport - Departmental Openings Summary. Receive and place on file.
13. Airport - Director's Report. Receive and place on file.
14. UW Ext - Budget Status Financial Report for September, 2015. Receive and place on file.
15. UW Ext - Director's Report. Receive and place on file.
16. Public Works - Ordinance Amending Schedule A of the Brown County Code Entitled "Speed Limits". To approve. Motion Carried 4 to 1. See Resolutions, Ordinances November County Board.
17. Public Works - Resolution to Authorize the Uses of Bonded and Levied Funds for Library Renovations. To approve the resolution as written. Motion Carried 5 to 1. *This item was taken up at the October 21st County Board meeting. No further action necessary.*
18. Public Works - Summary of Operations. Receive and place on file.
19. Public Works - Director's Report. Receive and place on file.
20. Port and Resource Recovery – Port & Resource Recovery Budget Status Financial Reports for September, 2015. Receive and place on file.
21. Open Session: Discussion and possible action regarding the purchase and negotiations for property involving a future consolidated Highway Department site. Enter into closed session.
22. Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting for discussion and possible action as to negotiations and bargaining for the purchase of property for a future consolidated Highway Department site. Closed session is authorized pursuant to Wisconsin Statutes Section §19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
23. Reconvene in Open Session: Discussion and possible action regarding the purchase and negotiations for property involving a future consolidated Highway Department site. Return to regular order of business.
24. Audit of bills. *No action taken.*

f) **Report of Land Conservation Subcommittee of October 19, 2015 (non-budget items).**

Note: Item 1 was handled under the budget portion – Item 11f.

2. Open Positions Report. Receive and place on file.
3. Variance Request by Diederich Farm LLC to build an Animal Waste Storage facility within 250ft of an adjoining property line. To approve.
4. Directors Report. Receive and place on file.

g) **Report of Public Safety Committee – Non-Budget Items went to October County Board.**

10. **Resolutions, Ordinances:**

Budget Adjustments Requiring County Board Approval

- a) Resolution Approving Budget Adjustments to Various Department Budgets.

Administration Committee and Executive Committee

- b) Resolution re: Establishing the Salaries of Certain Elective Officials. Motion at Admin: To support the proposal for the 4 year terms of the Clerk, Register of Deeds, and Treasurer to be set at \$73,700 for 2017, \$75,700 for 2018, \$77,214 for 2019 and \$78,758 for 2020 which represents bringing them in line with the Clerk of Courts and giving a 2% increase in 2019 & 2020; Motion at Exec: To approve the resolution as amended with the figures that were provided by the Administration Committee.

Executive Committee

- c) Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County Code Entitled "Grievance Procedure." Motion at October 12th Exec: To hold until December; Motion at October 21st County Board: To hold and return to Executive; Motion at October 26th Exec: To hold until December.
- d) Ordinance Creating Sections 4.15 of Chapter 4 of the Brown County Code Entitled "Benefits Advisory Committee." Motion at Exec: To approve as amended by striking Executive Committee and adding the word Administration in its place.

Planning, Development & Transportation Committee

- e) Ordinance Amending Schedule A of the Brown County Code Entitled "Speed Limits." Motion at PD&T: To approve.

**** 2016 BUDGET REVIEW ****

11. **Comments from the Public – Non-Budgetary Items:**

- a) Must be limited to items not on the agenda.
- b) State name and address for the record.
- c) Comments will be limited to five minutes.
- d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.

12. **REVIEW OF 2016 BUDGET & BUDGET RECOMMENDATIONS BY STANDING COMMITTEES:**

- a) **Report of Administration Committee of October 22, 2015 (budget items).**

REVIEW OF 2016 DEPARTMENT BUDGET

1. COUNTY CLERK – Review of 2016 Department Budget.
 - i. To make a technical change on Pg. 345 in the budget book under DS200 Hardware and Software Annual Maintenance from \$175 to \$200.
 - ii. To approve the Clerk's budget as amended.
- a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – County Clerk. To approve. See Resolutions, Ordinances November County Board.
2. COUNTY TREASURER – Review of 2016 Department Budget.
 - i. To approve the County Treasurer's budget with the amendment under LTE-Tax Collection Help to keep the current 0.67 FTE but change the hourly rate from \$11.25 at 1,400 hours to \$12.50 and decrease the annual hours to 1,260 equaling \$15,751 causing no fiscal impact.
 - ii. To approve the Treasurer's budget as amended.
3. CHILD SUPPORT – Review of 2016 Department Budget. To approve the Child Support budget.

4. CORPORATION COUNSEL – Review of 2016 Department Budget. To approve the Corporation Counsel budget.
 5. DEPT. OF ADMINISTRATION – Review of 2016 Department Budget. To approve the Dept. of Administration budget.
 - a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – Dept. of Administration. To approve. See Resolutions, Ordinances November County Board.
 6. TECHNOLOGY SERVICES – Review of 2016 Department Budget.
 - a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – Technology Services. To approve. See Resolutions, Ordinances November County Board.
 7. HUMAN RESOURCES – Review of 2016 Department Budget.
 - a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – Human Resources. To approve. See Resolutions, Ordinances November County Board.
- Year 2016 Non-Division Budgets Review -
8. Capital Projects.
 - i. To change the word Wrightstown to Ashwaubenon on Pg. 282 in the first paragraph.
 - ii. To approve Capital Projects.
 9. Debt Service. To approve.
 10. Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds. To approve.

b) **Report of Education & Recreation Committee of October 8, 2015 (budget items).**

Note: Strikethrough Items went before the October 21st County Board agenda.

1. Review Minutes of:
 - a. ~~Library Board (August 20, 2015).~~
 - b. ~~Neville Public Museum Governing Board (August 10 & September 14, 2015).~~
2. Communication from Supervisor Gruszynski re: That the Brown County Board, in collaboration with staff, the Library Board and the community, build a comprehensive plan to update aging library facilities, especially central library, to improve the quality of service, efficiency, space and budget. To send to staff and bring back a draft plan in March, 2016.
3. ~~Museum – Budget Status Financial Report for August, 2015. Receive and place on file.~~
4. ~~Museum – Open Positions Summary. Receive and place on file.~~
5. ~~Museum – Director’s Report. Receive and place on file.~~
6. Museum - Review of 2016 department budget. To approve the Museum budget.
7. ~~Golf Course – Budget Status Financial Report for August, 2015. Receive and place on file.~~
8. ~~Golf Course – Superintendent’s Report. Receive and place on file.~~
9. Golf Course - Review of 2016 department budget. To approve the Golf Course budget.
10. ~~NEW Zoo – Budget Status Financial Report for August, 2015. Receive and place on file.~~
11. ~~Zoo Director’s Report. Receive and place on file.~~
12. ~~Park Mgmt. – Budget Status Financial Report for August, 2015. Receive and place on file.~~
13. ~~Park Mgmt. – Field Staff Reports/Attendance Reports. Receive and place on file.~~
14. ~~Asst. Director’s Report. Receive and place on file.~~
15. NEW Zoo & Park Mgmt. - Review of 2016 department budget.
 - i. To approve the NEW Zoo budget. Motion Carried 4 to 1.
 - ii. To approve the Park Management budget.
 - a. Discussion re: 2016 Capital Improvement Projects at the Brown County Fairgrounds (infield improvements, permanent track development, connection trail and building improvements). To put \$300,000 into a Capital Improvement Fund for purposes of capital improvements/fairground renovations and/or plans at the fairgrounds and to direct the County Executive to approach the Stadium District Board for funds for an overall Master Plan for the area, and to request some type of matching funds from the Fair Board with a deadline of Feb 29, 2016.
 - b. Discussion re: Suamico Boat Landing area and parking. *Referred back for 2016 budget consideration. Receive and place on file.*

- c. Resolution Approving New or Deleted Positions during the 2016 Budget Process – Zoo and Park Management. To approve. See Resolutions, Ordinances November County Board.
16. ~~Library – Budget Status Financial Report for August, 2015. Receive and place on file.~~
17. ~~Library – Discussion and possible action regarding transfer of funds from the 425 Fund to Library Board for the purpose of necessary maintenance. To refer to Planning, Development & Transportation with the recommendation that they approve the expenditures as identified. Motion Carried 4 to 1.~~
18. ~~Library – Director’s Report. Receive and place on file.~~
19. Library - Review of 2016 department budget. To approve.
20. Resch Centre/Arena/Shopko Hall – Complex Attendance for August and September, 2015. Receive and place on file.

c) **Report of Executive Committee of October 26, 2015 (budget items).**

1. Treasurer - ACTION - Review and approval or rejection of offers for tax deed properties: Interested Municipality = Village of Hobart
Parcel HB-679-3 4229 N. Pine Tree Road Hobart Lot and Home. To approve the sale of Parcel HB-679-3 to the Village of Hobart in the amount of \$14,204.15.
2. Non-divisional Budget - County Executive – Review of 2016 department budget. To approve the County Executive’s budget as presented.
3. Non-divisional Budget - Board of Supervisors - Review of 2016 department budget. To approve the Board of Supervisors budget as presented. Motion Carried 5 to 1.
4. Resolution Approving New or Deleted Positions during the 2016 Budget Process (Airport). To approve. See Resolutions, Ordinances November County Board.
- 4a. Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (Administration). To approve. See Resolutions, Ordinances November County Board.
- 4b. Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (Human Resources). To approve with modification of \$78,388. Motion Carried 4 to 2. See Resolutions, Ordinances November County Board.
5. Resolution Approving New or Deleted Positions during the 2016 Budget Process (County Clerk). To approve. See Resolutions, Ordinances November County Board.
6. Resolution Approving New or Deleted Positions during the 2016 Budget Process (Human Services – Community Programs). To approve. See Resolutions, Ordinances November County Board.
7. Resolution Approving New or Deleted Positions during the 2016 Budget Process (Human Services – Community Treatment Center).
 - i. To approve.
 - ii. To reconsider Item 7.
 - iii. To approve as amended to add 3.5 Nursing Assistant positions at a salary of \$116,328, plus fringes of \$43,046 for a total of \$159,374. See Resolutions, Ordinances November County Board.
8. Resolution Approving New or Deleted Positions during the 2016 Budget Process (Public Safety Communications). To approve. See Resolutions, Ordinances November County Board.
9. Resolution Approving New or Deleted Positions during the 2016 Budget Process (Public Works). To approve. See Resolutions, Ordinances November County Board.
10. Resolution Approving New or Deleted Positions during the 2016 Budget Process (Sheriff’s Department). To approve. See Resolutions, Ordinances November County Board.
11. Resolution Approving New or Deleted Positions during the 2016 Budget Process (Technology Services). To approve. See Resolutions, Ordinances November County Board.
12. Resolution Approving New or Deleted Positions during the 2016 Budget Process (UW Extension). To approve. See Resolutions, Ordinances November County Board.
13. Resolution Approving New or Deleted Positions during the 2016 Budget Process (Zoo and Park Management). To approve. See Resolutions, Ordinances November County Board.

14. Resolution re: Establishing the Salaries of Certain Elective Officials. To approve the resolution as amended with the figures that were provided by the Administration Committee. See Resolutions, Ordinances November County Board.

d) **Report of Human Services Committee of October 20, 2015 (budget items).**

Note: Items 1-9 were handled under the regular portion – Item 9d.

10. Veterans' Services - Review of 2016 Department Budget. To approve the Veterans' Services budget with the increase to the general property taxes by \$7,200 and increase Support Services by \$7,200.
11. Aging & Disability Resource Center - Review of 2016 Department Budget. To approve the Aging & Disability Resource Center budget.
12. Health Dept. - Review of 2016 Department Budget. To approve the Health Department budget.
13. Hum Svc Dept. - Review of 2016 Department Budget.
 - a) Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (Human Services – Community Programs). See Resolutions, Ordinances November County Board.
 - b) Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (Human Services - Community Treatment Center). See Resolutions, Ordinances November County Board.
14. Audit of bills.

e) **Report of Planning, Development & Transportation Committee of October 19, 2015 (budget items).**

2. Public Works (Highway, County Roads & Bridges, Facility Management) - Review of 2016 department budget.
 - i) To hold the vote on Item 2 until after Item 23.
 - ii) Receive and place on file.
 - a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – Public Works. To approve. See Resolutions, Ordinances November County Board.
3. Register of Deeds - Review of 2016 department budget. To forward the Register of Deeds budget on to the full County Board.
4. Planning & Land Services (Land Information, Planning Commission, Property Listing & Zoning - Review of 2016 department budgets. To forward the PALS budget on to the full County Board.
5. Port and Resource Recovery - Review of 2016 department budget. To forward the Port & Resource Recovery budget on to the full County Board.
6. Airport - Review of 2016 department budget.
 - i) To increase the Airport Director's salary from \$40.28/hour to \$46.84/hour (midpoint of the salary structure) for a total increase in salary and fringe of \$15,738. Motion Carried 3 to 2.
 - ii) To increase the Assistant Airport Director salary from \$71,628 to \$81,654 with fringe of \$22,233 for a total of \$103,887 (increase of \$11,521).
 - iii) To move the airport budget as amended to the full County Board.
 - a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – Airport. To approve. See Resolutions, Ordinances November County Board.
7. U.W. Extension - Review of 2016 department budget.
 - i) To increase the UW-Extension budget by \$18,551.29 for the Community Garden Coordinator and increase the general property taxes by \$18,551.29.
 - ii) To forward the UW Extension budget on to the full County Board as amended.
 - a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – U.W. Extension. To approve. See Resolutions, Ordinances November County Board.

ei) **Report of Land Conservation Subcommittee of October 19, 2015 (budget items).**

1. Land and Water Conservation – Review of 2016 department budget.
 - i. To increase the Project Manager West Shore salary and benefits by \$6,173 and increase inter-governmental revenues by \$6,173.
 - ii. To approve the Land Conservation department budget as amended and forward to the full County Board.

f) **Report of Public Safety Committee of October 7, 2015 (budget items).**

1. Medical Examiner: Review of 2016 department budget. To approve the Medical Examiner's budget.
2. District Attorney: Review of 2016 department budget. To approve the District Attorney's budget.
3. Court System: Review of 2016 department budget.
 - i. To approve the Clerk of Court's budget.
 - ii. To approve the Circuit Court budget.
4. Public Safety Communications: Review of 2016 department budget. To approve the Public Safety Communications budget.
 - a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – Public Safety Communications. To approve. See Resolutions, Ordinances November County Board.
5. Sheriff: Review of 2016 department budget.
 - i. To approve a technical amendment to create a new special revenue fund in 2016 for Fire Investigation Task Force.
 - ii. To approve the Sheriff's budget.
 - a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – Sheriff's Department. To approve. See Resolutions, Ordinances November County Board.

13. **Resolutions, Ordinances:**

Administration and Executive Committee

- a) Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (Administration). *Motion at Admin & Exec: To approve.*
- b) Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (County Clerk). *Motion at Admin & Exec: To approve.*
- c) Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (Human Resources). *Motion at Admin: To approve; Motion at Exec: To approve with modification of \$78,388.*
- d) Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (Technology Services). *Motion at Admin & Exec: To approve.*

Education & Recreation and Executive Committee

- e) Resolution re: Approving New or Delete Positions during the 2016 Budget Process (NEW Zoo and Park Management). *Motion at Ed & Rec & Exec: To approve.*

Executive Committee

- f) Resolution re: Establishing the Salaries of Certain Elective Officials County Board Chair, Vice-Chair, Committee Chair and Supervisors. *Motion at Exec: To approve the Board of Supervisors budget as presented.*

Human Services Committee and Executive Committee

- g) Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (Human Services – Community Programs). *Motion at Human Services: to approve with the amendment to delete a Clerk II and add an Overpayment Specialist; Motion at Exec: To approve.*
- h) Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (Human Services – Community Treatment Center). *Motion at Human Services: To approve with the amendment to increase the FTE count by an additional 3.5 Nursing Assistant positions and also increase general revenue under the CTC budget by \$159,374; Motion at Executive: To approve as amended to add 3.5 Nursing Assistant positions at a salary of \$116,328, plus fringes of \$43,046 for a total of \$159,374.*

Planning, Development & Transportation and Executive Committee

- i) Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (Airport). *Motion at PD&T & Exec: To approve.*
- j) Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (Public Works). *Motion at PD&T & Exec: To approve.*
- k) Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (UW Extension). *Motion at PD&T & Exec: To approve.*

Public Safety and Executive Committee

- l) Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (Public Safety Communications). *Motion at Public Safety & Exec: To approve.*
- m) Resolution re: Approving New or Deleted Positions during the 2016 Budget Process (Sheriff's Department). *Motion at Public Safety & Exec: To approve.*

- 14. **Final Budget Vote and Resolution setting the 2016 Property Tax Levy.**
- 15. **Such other matters as authorized by law.**
- 16. **Closing Roll Call.**
- 17. **Adjournment to Wednesday, December 16, 2015 at 7:00 p.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:



Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

AGENDA
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, November 4, 2015
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	_____	Matthew Harris	_____	Debbie Schumacher	_____
James Botz	_____	Frederick Heitl	_____	Ray Tauscher	_____
Brian Brock	_____	Phil Hilgenberg	_____	Lanny Tibaldo	_____
William Clancy	_____	Kathleen Janssen	_____	Jason Ward	_____
Norbert Dantinne, Jr.	_____	Dotty Juengst	_____	Dave Wiese	_____
Bernie Erickson	_____	Patty Kiewiz	_____	Reed Woodward	_____
Steve Gander	_____	Michael Malcheski	_____	City of Green Bay (Vacant)	_____
Adam Gauthier	_____	Eric Rakers (Alternate)	_____	City of Green Bay (Vacant)	_____
Steve Grenier	_____	Dan Robinson	_____		
Mark Handeland	_____	Terry Schaeuble	_____		



1. Approval of the minutes of the October 7, 2015 regular meeting of the Brown County Planning Commission Board of Directors.
2. Discussion and approval of the 2016 Transportation Planning Work Program.
3. Discussion and approval of local assistance contract for Village of Pulaski Comprehensive Plan Update.
4. Discussion and approval of Amendment to the Agreement Between Wisconsin Department of Natural Resources and Brown County Planning Commission for Water Quality Management Planning Assistance.
5. Directors Report.
6. Brown County Planning Commission staff updates on work activities during the month of October, 2015.
7. Other matters.
8. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMISSION MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

PLEASE TAKE FURTHER NOTICE, MEMBERS OF THE PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF THE BROWN COUNTY BOARD OF SUPERVISORS MAY BE PRESENT IN SUFFICIENT NUMBERS AT THE ABOVE MEETING TO CONSTITUTE A MEETING OF THEIR COMMITTEE. THE COMMITTEE WILL GATHER INFORMATION AND WILL NOT TAKE FORMAL ACTION AT THIS MEETING.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

OCTOBER 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Public Safety 4:30pm @ Sheriff's Dept	8 Ed & Rec Reg&Budget 4:00pm Rm200	9	10
11 	12 Columbus Day Exec Cmte 5:30pm	13	14	15 Mental Health Treatment Cmte 4:00 pm	16	17
18 	19 Land Con/PD&T Reg & Budget 5:00pm UW-Ext	20 Human Services Reg & Budget 4:30 pm @ ASPIRO Veterans Recognition Subcmte - 4:30	21 Board of Supervisors 7:00 pm	22 Admin Cmte Reg & Budget 5:30pm Rm 200	23	24
25	26 Executive Cmte 5:30 pm Rm 200	27	28	29	30	31 

NOVEMBER 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 	2	3	4 Board of Sup Budget Mtg 9:00 am	5 *Tentative* Board of Sup 6:00pm	6	7
8 	9 Special Executive Cmte 5:30 pm	10	11 Public Safety 11:00 am (Tentative)	12 Ed & Rec 5:30 pm (Tentative)	13	14
15 	16	17 Veterans Recognition Subcmte 4:30 pm	18 Human Svc 5:30 pm	19 CJCB 8:00 AM Admin Cmte 5:30 pm (Tentative)	20	21
22 	23 Land Con 6:00pm PD&T 6:15 pm (Tentative)	24	25	26 Thanksgiving   County Board Office Closed	27 County Board Office Closed	28
29	30					

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center Board of Directors (September 24, 2015)
- Community Options Program Planning Committee (October 26, 2015)
- Local Emergency Planning Committee (September 8, 2015)
- Neville Public Museum Governing Board (October 12, 2015)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF
DIRECTOR'S MEETING**

SEPTEMBER 24, 2015

PRESENT: Marvin Rucker, Beth Relich, Barbara Robinson, Joan Swigert, Pat Finder-Stone, Lisa Van Donsel, Larry Epstein, Supervisor Corrie Campbell, Pat Hickey

EXCUSED: Jessica Nell, Melanie Maczka

ABSENT: Ramon Fierros, Lori Rasmussen

ALSO PRESENT: Debra Bowers, Kinsey Black, Devon Christianson, Christel Giesen, Laurie Ropson, Jeremy Slusarek, Sandy Groeschel, Kelly Palmquist, Denise Misovec, Melissa Spielman, Tina Whetung, Dan Kane

The meeting was called to order by Chairperson Rucker at 8:35 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

ADOPTION OF THE AGENDA:

Mr. Epstein/Ms. Swigert moved to adopt the August 27, 2015 amended agenda to include moving Prepare Now under the Emergency Management section. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF MEETING OF AUGUST 27, 2015:

Ms. Van Donsel /Ms. Relich moved to approve the minutes of the regular meeting of August 27, 2015. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF AUGUST, 2015 FINANCE REPORT:

Ms. Bowers reviewed the August 2015 Financial Highlights reviewing noticeable variable items in the finance summary. Due to staff position transitions and turnover throughout 2015, we are coming in under budget with salary and fringe. Ms. Bowers pointed out a new line item under nutrition revenue housing units. NEW Curative is now helping offset the unfunded costs of the nutrition program at their adult daycare sites. Food costs are coming in under budget due to actual meals served coming in lower than projected. The In-Kind numbers will show an increase in the September report due to quarterly entry. Currently revenue is greater than expenses due to grants that come in lump sum payments. This is expected to equalize as we move into the 4th quarter.

Ms. Finder-Stone/Mr. Epstein moved to approve the August 2015 finance report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

Ms. Bowers referred to the Restricted Revenue & Expense handout to show that the ADRC did not receive any restricted donations in the month of August.

Ms. Relich/Ms. Van Donsel moved to approve the restricted donations for August 2015. **MOTION CARRIED.**

BROWN COUNTY EMERGENCY MANAGEMENT:

Ms. Spielman, Brown County Emergency Management, presented the role of the Brown County Emergency Management department which includes four phases of emergency management:

preparedness, response, recovery, and mitigation. The response and recovery section is very small; however, preparedness is very large. The Brown County Emergency Management department employs two staff but during activation up to thirty persons may come in including emergency personnel. An elected official of the jurisdiction would need to declare a state of emergency and work with Brown County Emergency Management to determine what resources are needed. To declare a state of emergency or request disaster emergency funding, an elected official must make that decision. At a city level it would be the Mayor and at the county level it would be the County Executive or the County Board Chair. During activation, it's imperative that everything is documented in order to receive state or federal funding. Brown County Emergency Management coordinate when people need to be rotated in and out of a disaster situation, if there are enough resources available to continue managing the emergency, and what agencies need to be called in for assistance.

When an evacuation needs to occur, the current municipality is responsible at the ground level. Most often the process is door to door evacuation by law enforcement. Due to the inability to maintain accurate local resident information, a list of those residents who are elderly or disabled needing assistance hasn't been feasible. In previous years, a reverse 9-1-1 system was used as a notification tool in the event of an emergency. This system could reverse call all land lines from the 9-1-1 center to alert consumers of the emergency situation. Unfortunately, 80% of calls coming into the 9-1-1 center come from cell phones and these devices are "opt in" only for this software program. The funding for this software program ended a few years ago, was taken to the public safety committee, and was voted down due to the expense of the software. Supervisor Campbell asked if this would be included on the underfunded/unfunded list requested by the County Board. Ms. Spielman indicated that they are currently looking for a software program and system that is going to be the best solution and will include this on the list provided to the Board.

Ms. Christianson indicated that not only are consumers not interested in opting into a list but their level of disability can change continuously. Having incorrect information and the ADRC being unavailable on weekends are concerns. Supervisor Campbell would like to offer consumers the opportunity to opt into a list and would like to see the ADRC explore coordination with neighborhood associations in each municipality to start emergency lists.

Ms. Spielman indicated that getting information into the hands of the people is the struggle. The key to emergency response is each person being personally prepared with alternative plans. Board members discussed using multiple forms of advertising, possibly including using radio advertisements to ask people to opt in to receive emergency alerts through text messages and then sending out a text message twice per year asking people if they want to continue to opt in. Other options included: TV, Newspaper, filling out a form, and mailing to target zip codes.

Supervisor Campbell asked if a regular safety section could be incorporated into the AddLife Newsletter. Ms. Christianson discussed that the ADRC can provide education, information, offer presentations, hand out information, and give consumers the tools they need to prepare for emergency situations. Ms. Christianson highlighted the Prepare Now document that is handed out to consumers and indicated that if worried about a neighbor, contact the non-emergency police line and they will do a welfare check.

Ms. Spielman appreciated all of the feedback from the ADRC Board members.

Ms. Christianson discussed the measures ADRC staff takes to be prepared for emergencies. Ms. Christianson referred to the Emergency Crisis Continuity of Operations Plan and asked Ms. Ropson to go over some of the highlights. Ms. Ropson indicated that employees have a duty to report and that each employee receives an Emergency Communication Plan packet of information which includes: information on how to call into voicemail to retrieve emergency communications, the Emergency Communication Plan, and a list of Staff phone numbers. The agency also has a Crisis Management Team in which Ms. Christianson is the coordinator. The UW Extension is a backup location for ADRC Staff to report in case the building isn't useable. Brown County Information Services department has

also indicated that they would be able to get network computers up and running quickly. Staff is encouraged to have a home emergency plan and the ADRC publishes an emergency preparedness article quarterly in the AddLife News and on Facebook.

Ms. Relich mentioned that the KI uses software, Plan Aware, as an emergency tool and suggested checking into it.

Ms. Ropson also indicated that the emergency documents could be stored in Laserfiche, as an alternative, so staff and Board Members could have internet access to them.

VOLUNTEER BACKGROUND CHECK POLICY:

Ms. Christianson indicated that currently we check CCAP, references, and the sexual offender registry for all volunteers and referred to the ADRC Caregiver Background Check Options handout to go over options available going forward:

- Full caregiver background check on each volunteer at the time of application and again every four years.
 - This is currently practiced on all employees and all in home workers. All current volunteers would need to complete the required BID form and have a background check completed.
- Full caregiver background check completed on each volunteer
 - All current volunteers and volunteers going forward would need to complete the required BID form and have a background check completed; however, this option would eliminate the ongoing cost and staff time to secure the required BID form from each volunteer every four years.
- Full caregiver background check completed on new volunteers going forward.
 - Going forward, new volunteers would need to complete the required BID form and have a background check completed; however, this option would reduce the cost of background checks on all current volunteers and eliminate the ongoing cost and staff time every four years.
- Continue with the current practice
 - CCAP, references, and the sexual offender registry would be checked for each volunteer

Ms. Christianson also indicated that anyone who has lived in another state within the last five years would need a national check which costs approximately \$35.

Only convictions will show up on the background check and one challenge is that the offenses that bar a person from volunteering and/or being employed are highlighted on the Wisconsin Caregiver Program Offenses Affecting Caregiver Eligibility for Chapter 50 Programs that was included in the electronic copy of the board materials. These offenses do not include theft, forgery or bad checks, etc.

The Board could come up with an additional list of offenses that would bar the ADRC from using a person as a volunteer. The ADRC would need to make sure this list of offenses is consistently followed since there are a lot of legalities with not allowing someone to volunteer or be employed who has a criminal background. The support of Corporation Counsel would also need to be used routinely.

Ms. Groeschel indicated that the ADRC has volunteer groups that deliver meals. This includes multiple volunteers rotating responsibility and would require everyone to have a background check. Several of the volunteer groups have a background check performed by their employer and can provide it. Students also provide background checks from the university.

Supervisor Campbell/Mr. Epstein motioned to approve the full caregiver background check on all new volunteers, approximately 96, not to be repeated and that the motion effects a policy change beginning October 1, 2015. **MOTION CARRIED.**

ADDLIFE PROGRAM REPORT:

Mr. Slusarek, AddLife Program Coordinator, is always looking for new ways to get consumers involved. Coffee and Conversation is a new program that takes place once per month. This program involves a guest speaker each month conversing over coffee in the atrium with consumers. So far the guests have included emergency responders and coming up will be news broadcasters. Due to computer class requests, we now offer a class led by a volunteer and iPad training classes have had an overwhelming turnout which has led to a second opportunity for this training later this year.

Another exciting event coming up will be "Make It and Take It" workshops with a local published author.

The Wellness Studio is utilized by the YMCA who offers Zumba, Sit & Be Fit, and Stretch & Balance and Chair Yoga and Arthritis Exercise are offered by volunteer instructors. Jin Shin Jyutsu and Hand Reflexology instructors are currently renting space to offer their programs.

Approximately 40 consumers are coming regularly each month to the free Campus Kitchen dinner. This is a partnership with UWGB where students repurposes food from local restaurants and make it into a complete meal for low income persons in the community. Expansion of this program is planned at rural sites in the future. Cooking classes are offered each month in the newly remodeled kitchen where consumers can taste what they make. New Leaf market will also be using the kitchen facility to offer cooking classes to create a complete "start to finish" meal. The \$10 fee for this event can be waived if someone can't afford it. An ADRC staff person volunteers her time in the evenings to instruct a three part cooking series, *Cooking for Independent Living*, engaging young adults with disabilities. This class helps the young adults meet new people, gain friendships, and learn skills firsthand. Over the holidays, the students from this class will get together for a reunion cookie making class and distribute their cookies to shelters and ADRC events.

Dining hours have expanded to 11 – 12:30 and meals are now served on red plates instead of trays. In addition, diners now check in with a volunteer when they arrive who brings them coffee and when making reminder calls for events, the Welcome Center asks consumers to come early or stay for lunch. Many consumers have not previously been aware of this option which has increased the number of registered diners to over 400.

Right now, the AddLife Center has a core group of volunteers help with early bird registrations, farmer's market vouchers, and AddLife activities which has helped to alleviate the Welcome Center from these tasks. The General Brown County Advocacy Team, GBCAT, will begin meeting again this fall. This group has a core group of members that meet regularly and approximately 50 people on an e-mail list that can be called upon when needed. The goal is to continue outreach efforts to expand the e-mail list to more than 100 over the next year. Mr. Slusarek thanked Ms. Van Donsel for volunteering at the Casino Night and calling bingo at another event and encouraged other Board Members to volunteer for events they may be interested in participating in.

Moving forward, Mr. Slusarek enjoys bringing new programming to the ADRC and welcomed new ideas from Board Members.

Ms. Christianson mentioned that a building use policy is currently in the works and will be presented to the Board at a future meeting. Outside groups are able to come into the ADRC and pay for space during the day, evening, and weekends which will help generate revenue.

Ms. Christianson shared that Jeremy has been employed at the ADRC for 18 years and shares his talent with the agency and has a gift of connection with consumers. Board Members thanked Jeremy for all he has done at this agency.

DIRECTORS REPORT:

A. ADRC 2016 CONTRACT PROPOSED CHANGES:

Ms. Christianson highlighted Sister Melanie Maczka's article in the Green Bay Press Gazette. Sister Melanie, who helped found Casa ALBA Melanie in 2012, received the prestigious Ohtli award during a ceremony in Chicago. Ms. Christianson passed around a card for anyone wishing to send a congratulatory message.

Ms. Christianson referred to the ADRC Contract handout and the Summary of Changes – Proposed 2016 ADRC Contract handout and highlighted the proposed changes. Brown County has been doing very well in many of the areas, such as Prevention, so the contract requirements are not well beyond our reach. Statewide branding is a theme throughout the draft contract and a business plan. The ADRC logo will only be able to be used if it is blue and white or white and blue. Additional reporting and measurements will need to be created that include the exact cost of each of our services such as I & A, Options Counseling, Benefit Counseling et. The business plan will also need to demonstrate how the public is being engaged and how the ADRC is reaching consumers we do not currently know about. New, creative ways to generate revenue will need to be explored and a business acumen set of strategies employed. The state is trying to position ADRC's to be strong and consistent. Current business hours are 8 – 4:30 and evening appointments are offered if necessary. Current and potential users will need to be polled to find out the most convenient days and times to visit the ADRC and the ADRC will need to modify its hours to accommodate the needs. Several ADRC's are getting together to discuss best practices and how to move forward on some of these issues and figure out the next steps on how to move forward. Ms. Christianson will be presenting at the state all agency meeting for Bureau on Aging and Disability Resources (BADR) on October 13 to discuss how we have integrated Aging and ADRC services, what's important about integrating, and how we partner with independent living centers.

B. AGING 2016-2018 FINAL PLAN: PUBLIC HEARING:

Ms. Christianson indicated that the Public Hearing this year had a better turn out than in year's past. Ms. Christianson referred to the ADRC of Brown County Public Hearing Feedback handout and highlighted some of the recommendations.

Discussion occurred around Twitter, how it works, and if the ADRC should communicate in this method in the future. Supervisor Campbell indicated that, in her experience, this is a great way to connect with the media.

Mr. Epstein asked if Eldertree could be added as an addition to the Public Hearing document.

Discussion occurred around ideas and options which would allow fresh fruits and vegetables to be included with the meal.

Ms. Finder-Stone/Ms. Hickey moved to approve integration of the public hearing information into the Aging 2016-2018 Final Plan. **MOTION CARRIED**

C. OCTOBER 16 STAFF APPRECIATION EVENT:

Ms. Christianson again invited all Board members to the All-Agency Meeting taking place on Friday, October 16 at the ADRC from 1:00 – 4:30 p.m. Paul Wesselmann, inspirational speaker, will be presenting to staff for all of the extra work they have put in during the Family Care transition. Paul will also be speaking at a caregiver event and for the Brown County Wellness Committee for Brown County staff during his time here as well. If unable to attend, please let Ms. Christianson know. Ms. Giesen passed out the Self-Care for Those Who Give flyer which is the evening event Paul Wesselmann will be speaking at for Caregivers. Ms. Giesen asked Board Members to share this event information with anyone who may be interested.

D. PUBLIC LIST OF ADRC BOARD MEMBERS:

Ms. Christianson shared the updated document that lists Board Members names, e-mail addresses, and term limits.

E. LASERFICHE DISCUSSION:

Ms. Ropson briefly described Laserfiche, document management software, which is used to store and organize all consumer and agency records. If interested, Board Members would be able access Laserfiche by using a username and password and be able to view Board information through an online log-in. Ms. Ropson will demonstrate this software at a future Board meeting. Moving to this process would require no additional work for administrative staff.

F. REQUEST FOR C1-C2 TRANSFER FOR NUTRITION PROGRAM:

Ms. Christianson discussed that traditionally 40% of the C1 funds have been transferred from C1, nutrition congregate dollars, to C2, home delivered meal dollars. Home Delivered Meals has continually expanded and the designated amount for C2 would not allow meals to be provided to all Home Delivered Meal candidates. Within the Nutrition budget, the 40% transfer of C1 to C2 has always met the needs on both sides. The state is now enforcing a requirement which allows 20% to be transferred from C1 to C2 and a waiver must be completed in order to transfer 40%. Overall, the State cannot transfer more than 20% across the board. All requests will be reviewed by the State and ADRC's will be notified in January the amount of C1 they will be able to transfer to C2. Ms. Christianson has changed the 2016 budget to reflect this change.

Supervisor Campbell /Ms. Swigert moved to approve the request for C1-C2 transfer for nutrition program. **MOTION CARRIED**

FAMILY CARE UPDATE: Ms. Christianson discussed that insurance agencies will potentially be responders to the RPF's for Act 55's requirements to create an integrated acute and long term care system that will replace the current Family Care program by January of 2017. The next 2 years will include a review and waiver request to CMS for this new system to be developed.

LEGISLATIVE UPDATES: Supervisor Campbell would like to invite legislators to the ADRC to ask about becoming a pilot for the region and how they might help advocate for that. Ms. Christianson agreed that relationships matter and inviting them here is critical.

Ms. Christianson will be getting the ADRC concept paper and share with the board to get a sense of what we're asking for. Then all legislators in Brown County would be invited to an informational meeting. Ms. Christianson also recommends that we engage surrounding counties before moving forward without them.

ANNOUNCEMENTS: Ms. Finder-Stone mentioned that the Assistive Technology fair at Lambeau Field yesterday was a wonderful event.

NEXT MEETING – The next meeting will be October 22nd, 2015 at 8:30 a.m. at Options for Independent Living, 555 Country Club Rd, Green Bay.

ADJOURN:

Ms. Hickey/Ms. Relich moved to adjourn the meeting. **MOTION CARRIED.**
The meeting adjourned at 11:31 a.m.

Respectfully submitted,

Kinsey Black, Administrative Specialist

PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, October 26, 2015 at 111 North Jefferson Street, Green Bay, Wisconsin.

Present: Helen Desotell, Mary Hansen, Pat Hickey, Sandy Juno, Mary Schlautman, John VanderLeest, Chua Xiong, Lori Weaver

Absent: None

Excused:

Others Present: Mary Rasmussen of BCHSD

Chairperson Mary Schlautman called the meeting to order at 8:37 a.m. with roll call. A quorum was present.

MODIFICATION/APPROVAL OF AGENDA

MOTION: Ms. Desotell moved to approve the agenda as mailed. Ms. Hickey seconded. Motion carried unanimously.

MODIFICATION/APPROVAL OF MINUTES

MOTION: Mr. VanderLeest moved to approve the July 20, 2015 minutes as mailed. Ms. Hickey seconded. Motion carried unanimously.

GENERAL UPDATES

Family Care Update – Ms. Weaver said there are no COP or CIP updates as all consumers have transitioned to Family Care as of October 1, 2015. Our transition process was accomplished with lots of hard work. In addition to her own involvement, Ms. Weaver also recognized Mary Hansen, Mary Schlautman and the Economic Support unit as key players in the success of the transition. The state was impressed with how well we did with the transition process. They are suggesting that other counties not yet transitioned to Family Care to contact Brown County for ideas and guidance. All of the remaining counties in our area should complete the enrollment and transition process by the end of December with the exception of tribal entities. Because of their sovereign nation status, the Oneida Community Options Program has the option to continue as waiver agency to serve members of the tribe. Ms. Schlautman said her staff will be doing enrollments for the tribes, but it is expected that a lot of tribal consumers will choose tribal waiver programs to avoid having to be on the ADRC's wait list for Family Care / IRIS.

Regarding the ADRC's wait list, Ms. Schlautman said her staff members have taken 84 individuals off the list so far. Through attrition they were able to add 44 slots, 20 of which have already been filled. They are on track to work through the list rapidly.

Committee's Role – Referring to attachment 5C, Ms. Weaver said since the Committee last met, statute 46.27(13) has been added. It states the county's long-term planning committee can dissolve as of 1/1/16. However, statute 46.27(4)(1)1(am) remains, which states that the county's long-term planning committee can dissolve if the ADRC agency assumes the duties of the county's committee. So we are looking for

PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – October 26, 2015

ideas and recommendations. There is new statutory language under 46.272 to describe the “CCOP” (or children’s COP) program.

Ms. Schlautman said this was brought before the ADRC Board a few months ago, and it was thought that the ADRC taking over the role of the long-term planning committee would be a conflict of interest. They voted not to take on that role. She thinks this language is in the statute because in a lot of counties, the ADRC and long-term care agencies are closely intertwined, which is not the case in Brown County. Ms. Weaver said she has asked for this matter to go back to the ADRC Board for further discussion since other statute language was added. Ms. Schlautman said the ADRC Board meets one more time before the end of the year, but it was her understanding that the long-term planning committee could dissolve and then restructure as the CCOP Advisory Committee. Ms. Weaver said there is an existing Child and Family Advisory Council. Membership includes parents and professionals from related agencies.

After more discussion, Mr. VanderLeest made the following motion:

MOTION: Mr. VanderLeest moved to dissolve the COP Planning and Appeals Committee as of the end of the day, December 31, 2015. Further, the Committee would be restructured and formed to take on any future duties with regard to Brown County’s Children’s COP effective 1/1/16. Ms. Hansen seconded. Motion carried unanimously.

Mr. VanderLeest suggested that Ms. Weaver contact Mr. Streckenbach to get his input on what the new Committee’s structure and composition should be, whether there should be elected officials on the Committee, etc. and added that if elected officials were needed he would be willing to serve. He said it is good to have some continuity from the old committee to the new one. Ms. Schlautman said she would be willing to serve if representation from the ADRC is necessary. Ms. Hansen is also interested. Ms. Weaver said she will bring this suggestion forward to Mr. Pritzl.

MOTION: Mr. VanderLeest moved to receive the updates and place on file. Ms. Juno seconded. Motion carried unanimously.

MOTION: Mr. VanderLeest moved to adjourn. Ms. Desotell seconded. Motion carried unanimously. The meeting adjourned at 8:53 a.m.

Respectfully submitted,
Mary Rasmussen

**PROCEEDINGS OF THE BROWN COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis, Stats. A meeting of the **Brown County Local Emergency Planning Committee** was held on Tuesday, September 8th, 2015 @13:30 p.m. at Brown County Health Department

PRESENT: Tom Collins, Mike Schoen, Leon Engler, David Catalano, Bill Marotz, Steve Johnson, Michael Moore, Bob Mayer, Jeremy Klingbeil

1. CALL MEETING TO ORDER:

The meeting was called to order by Tom Collins at 13:32.

2. APPROVAL OF AGENDA:

A MOTION WAS MADE by Leon Engler TO APPROVE THE AGENDA, Dave Catalano Seconded. Vote taken, MOTION CARRIED UNANIMOUSLY.

3. APPROVAL OF MINUTES:

A MOTION WAS MADE by Leon Engler TO APPROVE THE MINUTES, Bill Marotz Seconded. Vote taken, MOTION CARRIED UNANIMOUSLY.

4. LEPC ROUND TABLE:

- Bob Mayer reported on the *Home Fire Preparedness Campaign* that the Red Cross will be holding next spring. The goal is to install 1,000 smoke detectors throughout Brown County in a single day on Saturday, April 23rd, 2016.
- Mike Schoen reported on the expansion of Omnova Solutions operations.
- Steve Johnson gave an overview of services offered by the Health Department with an emphasis on the department's Environmental Division.

5. COMMITTEE REPORTS:

A. PUBLIC INFORMATION AND EDUCATION (PIE) COMMITTEE

- The Chair position remains open at this time. Melissa had sent a description of the position duties to LEPC members.

B. EXECUTIVE COMMITTEE

- Nothing reporting.

C. PLANNING COMMITTEE

- Nothing reporting.

6. OTHER REPORTS:

A. ARES/RACES UPDATE

- David Catalano shared information on an event titled *HAM CRAM & EXAM* which will take place on Saturday, October 3rd from 9 a.m. to 3 p.m. at St. Norbert College. The event will help participants prepare for the Amateur Radio License Exam. More information can be obtained at www.K9EAM.org.

B. RECENT SPILLS

-

C. PUBLIC/PRIVATE PARTNERSHIP

- Bill Marotz reported that Schneider Inc. is updating its Memorandum of Understanding (MOU) with the Village of Ashwaubenon. The MOU defines resources, policies and procedures and personnel available for emergency response. This is reviewed annually.

D. EM REPORT

- There was no report from Brown County Emergency Management since Melissa Spielman was absent from the meeting.

7. PUBLIC COMMENT

- None

8. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

9. ADJOURN

A MOTION WAS MADE BY Mike Schoen TO ADJOURN AT 14:37 P.M. Leon Engler seconded. Vote taken, MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Melissa Spielman
EM Director



Bridging Communities. Connecting Generations.

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, October 12, 2015 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Tom Sieber, Sandy Juno, Kramer Rock and Diane Ford
ALSO PRESENT: Kasha Huntowski, and Beth Lemke

CALL MEETING TO ORDER

1. Chairman Kuehn called the meeting to order at 4:38PM.
2. APPROVE/MODIFY AGNEDA

Motion made by Kramer Rock and seconded by Sandy Juno to approve the agenda.
Vote taken. MOTION APPROVED UNANIMOUSLY.

3. Museum Directors Report.

Museum Director Lemke announced that the meeting report would be an operational update due to the timing between budget meetings. She provided a brief update on 2015 budget expenses and the progress of the 2016 budget. The Museum working with Green Power Solutions had fifty exhibit light fixtures retro fitted from halogen side prong bulbs to LED screw bulbs. As part of this Focus on Energy program the cost per fixture including a bulb was approximately \$26.00 per fixture. In the 2016 Museum budget one hundred and fifty fixtures are budgeted for conversion.

Museum Director Lemke after consultation with Green Bay Neighborhood Officers and in working with Technology Services had two more recording cameras installed on the front of the building. The purpose was to have recording cameras capture the parking lot, river walk, garden beds, and most importantly the art sculptures. In 2016 a new sculpture funded by the Neville Public Museum Foundation will be installed in conjunction with an exhibit and connection to our local story.

The Neville in partnership with Bellin Hospital and NWTC is the new home to Lego Lambeau. This addition fits into the first floor Discovery Room. Bellin and the Neville needed technical help from NWTC students to disassemble, move, refit, and install the large exhibit. The Discovery Room will be rebranded with the theme of Art and Architecture with age appropriate activities connecting the large wall mural with the Lego Lambeau.

The Neville has reestablished the partnership with Ashwaubenon School District and will be working on common

goals to achieve digital projects that connect students to community history, state history standards and the Neville's world class collection.

Discussion ensued, no action taken.

2015 Governing Board Meeting Dates

Monday, December 14, 2015

2016 Governing Board Meeting Dates

No January meeting

Monday, February 8, 2016

Monday, March 14, 2016

Monday, April 11, 2016

Monday, May 9, 2016

Monday, June 13, 2016

Monday, July 11, 2016

Monday, August 8, 2016

Monday, September 12, 2016

Monday, October 10, 2016

Monday, November 14, 2016

Monday, December 12, 2016

4. Such other matters as authorized by law:
Next meeting of the Neville Public Museum Governing Board will be **Monday, November 9, 2015 at 4:30pm.**
5. Adjournment. Motion to adjourn made at 5:18PM by Kramer Rock and seconded by Diane Ford Vote taken.
MOTION APPROVED UNANIMOUSLY